

1 OCTOBER 2006



Safety

**VEHICLE OPERATIONS WITHIN THE
TWENTIETH AIR FORCE MISSILE COMPLEX**

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RELEASABILITY: There are no releasability restrictions on this publication.

OPR: 20 AF/SEG
Supersedes 20 AFI 91-1, 1 October 2005

Certified by: 20 AF/SE (Lt Col Arthur T. Beisner)
Pages: 11

This instruction establishes policies and procedures for Intercontinental Ballistic Missile (ICBM) complex vehicle operations occurring anywhere within the Twentieth Air Force missile complex. It provides general information regarding transportation control center operations, team chief responsibilities, vehicle operator responsibilities, driver training requirements, road conditions, route types, speed limits and other safety requirements not covered by other directives. Units may supplement this instruction to allow for local requirements.

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SUMMARY OF CHANGES

The following paragraphs have been revised and need to be reviewed: **2.1., 2.1.1., 2.2., 2.2.1., 2.4.1.1., 2.4.1.8., 2.6., 2.9., 2.10.1., 3.5.2., 6.7.4., 10.3., 10.4.1., 10.4.2., 10.4.3., 10.7.1., and Attachment 1.**

1. Transportation Control Center (TCC) Procedures.

1.1. TCC is the primary organization at each 20 AF wing responsible for managing vehicle operations in the ICBM complex. TCC works closely with the group commanders, squadron commanders, Missile Security Control (MSC), and Missile Maintenance Operations Center (MMOC) to ensure all dispatching teams comply with established dispatch/travel policies in all road conditions, in order to maximize safety and security. TCC is responsible for communication with dispatching teams; setting, tracking and recording Travel Conditions; tracking vehicle movement within the complex; and alerting personnel of changing road conditions.

1.2. TCC sets the Travel Conditions for travel within the missile field complex. TCC will coordinate changes to Travel Conditions with the wing commander (RED) or SFG, OG, and MXG commanders (YELLOW). TCC sets Travel Conditions in accordance with Attachment 2 based on the weather and vehicle crew reports. Vehicle crews should only report observed road conditions, not designate a specific Travel Condition except as allowed in paragraph 3.4.1.

2. Vehicle Operation Responsibilities.

2.1. Vehicle Crew Concept (VCC). Everyone in the vehicle shares responsibility for safety and mission accomplishment. Each member of the crew has specific responsibilities and is accountable for the safe completion of the mission. The vehicle crew concept applies to all vehicles driving in the missile field complex.

2.1.1. Each occupant will participate in mission planning, to include route selection and risk management and ensure all personnel and equipment are secure. NOTE: Regarding mission planning, route selection and risk management include personnel who are not normally included (facility managers, chefs) to the greatest extent possible. If a facility manager and/or chef are selected as a driver/front seat passenger, they will participate in mission planning, to include route selection and risk management.

2.2. The vehicle operator will inspect the vehicle using the AF Form 1800, **Operator's Inspection Guide and Trouble Report (General Purpose Vehicle)**; or AF Form 1806, **Operator's Inspection Guide and Trouble Report (Aircraft Towing, Base Maintenance Deicers, High Reach and Snow Removal)** and annotate (sign or initial) before use. No vehicle will depart the base unless it passes the vehicle operator's inspection and appropriate documents are signed.

2.2.1. Vehicle discrepancies will be documented on the AF Form 1800/1806, and reported to vehicle maintenance. Any discrepancies that affect safe operation will require the vehicle to be deadlined (removed from service until discrepancy is corrected).

2.2.2. A vehicle deadlined for a safety write-up will remain deadlined until the discrepancy(s) have been corrected and the vehicle has been approved by vehicle maintenance for dispatch.

2.2.3. Vehicle occupants are also required to check general vehicle condition after every stop during the dispatch and ensure all equipment is secure.

2.3. The operator will perform a function check of the global positioning system (GPS), if installed.

2.4. To the greatest extent possible, vehicles with operational GPS systems will be dispatched to the field first before other vehicles are used.

2.4.1. 20 AF missile complex vehicles will be outfitted with the GPS units based on the following priorities.

2.4.1.1. Payload Transporter Tractors.

2.4.1.2. Security Forces group convoy lead and trail vehicles.

2.4.1.3. Security Forces group general purpose and special purpose vehicles.

2.4.1.4. Maintenance group general purpose and special purpose vehicles.

2.4.1.5. Code Change courier vehicles.

2.4.1.6. Hardened Intersite Cable System (HICS) vehicles.

2.4.1.7. Missile Combat Crews couriering Positive Control documents and/or codes/critical equipment vehicles.

2.4.1.8. Missile Combat Crew (routine dispatch) vehicles.

2.4.1.9. All other vehicles (support, rations, civil engineers, etc).

2.5. First-aid kit, route folder, spare tire, jack, and highway warning kit will be available in the vehicle prior to trip departure. Additionally, during locally determined periods, winter survival kits and personal cold weather gear for all vehicle occupants will be present in the vehicle prior to trip departure.

2.5.1. Vehicle survival kits are required to be carried in each vehicle that dispatches to the missile field during months of inclement weather as determined by each wing. **Attachment 1** lists recommended items for survival kits.

2.6. All items (survival kits, vehicle accessory kits, tools, personal bags/A-3 bags, Individual Protective Equipment not worn, etc.) will be secured to prevent shifting/movement during travel.

2.7. Security forces responding to a security situation in the missile field complex will secure their weapon(s). Weapons will be secured in such a manner as to remain secured if the vehicle is involved in a mishap.

2.8. Vehicle headlights will be used off base at all times.

2.9. The senior ranking individual in the vehicle is responsible for the safe operation of the vehicle and for the safety of all occupants.

2.10. Vehicle operator selection will be an integral part of the Operational Risk Management (ORM) process and will include the factors outlined in paragraph **5.1**. Whenever possible, the “front passenger” will be the senior ranking passenger. The front passenger will remain alert throughout the dispatch and assist in identifying hazards and ensure driving regulations and laws are obeyed.

2.10.1. For the purposes of conducting driver and front seat passenger evaluations, the senior ranking individual (if conducting the evaluation) is authorized to sit in the back seat for observation purposes.

2.11. The vehicle operator and passenger(s) will monitor road conditions and, if different from those briefed, report observed conditions to TCC. The front passenger will handle all communication requirements. When factors affecting road conditions deteriorate enough to implement a change in TC, vehicle(s) will be stopped in a safe location. Vehicles will not be stopped on a road shoulder as this poses a greater risk of a rear-end collision or similar mishap. To avoid/minimize the potential of a traffic mishap, stop at a rest area, gas station or parking lot. Engage hazard-warning lights. Notify TCC immediately to obtain permission prior to continuing travel.

2.12. In vehicles with limited visibility, spotters will be used when backing or negotiating tight turns. When a vehicle has a lone operator and no spotters are available, the vehicle operator will perform a vehicle walk around looking for hazards prior to backing.

3. Travel Within Missile Complex.

3.1. All trips traveling to/from/within the missile complex must contact TCC prior to their departure and upon arrival at their destination. At the start of each dispatch, vehicle operators will log on to the GPS unit.

3.2. Notify TCC for all stops that will exceed 10 minutes.

3.3. Trip information will be passed to TCC via landline, fax, e-mail, or GPS prior to departure of the support base.

3.3.1. At a minimum, trips will provide TCC with their trip number/call sign, registration number, number of personnel, destination, route of travel, estimated time of arrival, and any authorized stops.

3.4. TCC sets Travel Condition per [Attachment 2](#) based on drivers' observations of conditions. Each individual who travels to/from/within the missile complex is responsible for reporting observed road conditions to TCC.

3.4.1. Any individual traveling in the missile complex may downgrade (GREEN to YELLOW, YELLOW to RED) the Travel Condition upon consultation with TCC.

3.4.2. Upgrading Travel Condition (YELLOW to GREEN, RED to YELLOW) requires verification and approval. TCC will consult SFG, OG or MXG commander to upgrade Travel Condition from YELLOW to GREEN. TCC will consult the wing commander to upgrade Travel Condition from RED to YELLOW. This may be delegated to no lower than a group commander.

3.5. Primary and secondary routes are the only authorized routes of travel for government motor vehicles (GMV).

3.5.1. Security force response teams who are responding to a real world Covered Wagon, Helping Hand, In-Field Response, Back-up Force or emergency situation involving possible loss of life or limb may use other routes of travel. In these cases, security forces response teams are authorized to use any maintained township, county, state or federal roadway. Security forces units will conduct familiarization training for these seldom-used routes upon squadron commander approval.

3.5.2. The maintenance squadron will inform TCC when maintenance vehicles must travel on other than primary and/or secondary routes to accomplish repairs and inspection on their equipment.

3.6. All trips will use the approved route of travel to every destination unless the appropriate authority (through TCC) authorizes a deviation. This authorization must be obtained prior to trip departure, when possible. All additional travel deviations must be approved by the appropriate authority (through TCC).

3.7. Each wing will develop and maintain a missile complex route folder for their missile complex.

3.7.1. The folder will identify directions to each launch facility and missile alert facility from home base. Road surfaces (paved, gravel, unpaved, etc.) will be clearly indicated, as will primary and secondary roads.

3.7.2. Roads other than primary and secondary that may be used by SF response teams will be clearly indicated. Known road hazards (blind corners, sharp bends, railroad crossings, etc.) will also be clearly indicated.

3.8. Private motor vehicle (PMV) travel is limited to approved tours and for extreme emergencies with group commander's approval. Individuals must never take it upon themselves to initiate PMV travel to the missile field for mission-related reasons. PMV travel in the missile field to fulfill mission needs is official travel; therefore, all pre-dispatching requirements shall be followed.

4. Speed Limits.

4.1. All speed limits are maximums based on optimum road and weather conditions. Personnel operating government vehicles will comply with all federal, state, local, and commander-directed speed limits, and will lower speed whenever road and weather conditions warrant.

4.2. At no time will a vehicle be operated at speeds unsafe for conditions. The maximum speed limit on all gravel roads is 25 miles per hour or lower, as road and weather conditions dictate.

4.3. The wing commander determines vehicle speed limits on paved roads.

4.4. SF Teams responding to a real world Covered Wagon, Helping Hand, In-Field Response, Back-up Force, or emergency situation involving life or limb are authorized to exceed 25 MPH on gravel/dirt roads, as directed by local wing policy. Response to emergency situations does not automatically give the driver the "right of way." Drivers retain accountability for safe travel, regardless of response priorities.

5. Operational Risk Management (ORM).

5.1. A unit-managed, formalized ORM decision-making process will be conducted for every vehicle movement to/from/within the missile complex. Mitigators will be implemented to offset high-risk situations. Some factors to be considered in the ORM process are:

5.1.1. Vehicle operator's driving experience (include inclement weather driving).

5.1.2. Vehicle operator's driving history (tickets, accidents, mishaps, etc).

5.1.3. Geographic driving experience (e.g. southern or northern states).

5.1.4. Driving experience on gravel roads (month/years).

5.1.5. Driving experience on winter road conditions (months/years).

5.1.6. Vehicle operator's age.

5.1.7. Vehicle operator's rest/sleep prior to driving.

5.1.8. Weather (to include wind speed).

5.1.9. Vehicle type.

5.1.10. Road condition.

5.1.11. Travel distance.

5.1.12. Hours on duty prior to trip departure.

5.1.13. Day or night travel.

5.1.14. Familiarity with the area to be traversed (flight, squadron, and so forth).

5.1.15. Other factors as directed by local policy.

6. Additional Safety Requirements.

- 6.1. The center front seat will only be occupied if all other available seats are filled.
- 6.2. All passengers, regardless of rank, seniority or position will ensure safe procedures are practiced and seat belts are worn.
- 6.3. Short, periodic rest stops are authorized as determined locally, when not prohibited by instructions or threat conditions. Notify TCC prior to stopping and upon travel continuation.
- 6.4. All ground dispatches to/from/within the missile complex will carpool or convoy to the maximum extent possible.
- 6.5. Vehicle Mishap Reporting. Report vehicle mishaps per AFSPC supplement to AFI 91-204.
- 6.6. Rollover mishaps will be briefed to the 20 AF/CC. A rollover is defined as any Air Force vehicle, moving on or off-base, which, in the course of a single vehicle mishap, rolls onto its side, its top, or rolls 360 degrees or more and comes to rest on its wheels. Vehicles designated as Gravel Road Trainers are exempted from this requirement when performing their training mission.
- 6.7. The National Highway Traffic Safety Administration has published numerous warnings about the rollover risk of 15-passenger vans. To mitigate the risk associated with this type vehicle, the following safety restrictions apply when operating government 15-passenger vans:
 - 6.7.1. Vans will not be operated with more than nine personnel (includes driver).
 - 6.7.2. Do not operate the van at a speed greater than 55 MPH under any circumstances.
 - 6.7.3. All occupant protective devices (seat belts, lap, and shoulder) will be worn when the vehicle is in motion.
 - 6.7.4. Only experienced personnel who understand the driving and loading characteristics of 15-passenger vans will be allowed to operate such vehicles. Personnel designated to drive 15-passenger vans will have training documented on an AF Form 2293.
- 6.8. Each vehicle equipped with an Event Data Recorder (EDR) will have a warning sticker posted on the vehicle's interior driver and passenger side front windows. The sticker will be positioned in the center of the window on the bottom edge, just above the window seal.
 - 6.8.1. The warning sticker will state the following:

WARNING

FAILURE TO USE SEATBELTS OR COMPLY WITH SPEED LIMITS MAY RESULT IN DEATH OR
INJURY

THIS VEHICLE IS EQUIPPED WITH AN EVENT DATA RECORDER THAT RECORDS VEHICLE
SPEED AND SEATBELT USE

FAILURE TO COMPLY MAY RESULT IN CRIMINAL PENALTIES UNDER THE UCMJ

7. Team Chief Responsibilities.

7.1. The team chief will check Travel Conditions prior to trip departure. The team chief will ensure the appropriate risk management assessment has been performed and the appropriate approval level and leadership review has been conducted prior to departure. The team chief will ensure vehicle operator's responsibilities identified in paragraph 2. have been accomplished.

7.2. Ensure team dispatches with a copy of the Travel Condition chart ([Attachment 2](#)).

8. Group Commander Responsibilities.

8.1. Each owning group commander approves travel in Travel Condition YELLOW. The wing commander, through the owning group commander, approves travel in Travel Condition RED. Permission to travel in RED may be delegated to no lower than the owning group commander.

8.2. Under Travel Condition YELLOW (and RED if so delegated), each group commander will coordinate with their squadron commanders to confirm current TC, determine appropriate routes of travel, and establish procedures for releasing vehicles that commander's control in the event of changes.

9. Travel Conditions.

9.1. Road probes are used when road conditions for safe travel are questionable. After verifying current road conditions through TCC, weather services, and individual state road condition reports, it may be necessary to probe a road to determine if it meets the parameters for safe travel. Road probes will be conducted by highly experienced supervisory personnel, after proper risk assessment has been accomplished. Wing commander permission is required and this requirement may be delegated no lower than a group commander.

9.2. Consult and adhere to the Travel Conditions in [Attachment 2](#). The chart defines Travel Conditions and the criteria to be used to classify driving conditions as GREEN, YELLOW, or RED.

9.3. Security forces must provide immediate response to all alarm situations per AFSPCI 31-1101. Security forces must exhaust all attempts to respond prior to declaring all or parts of the site(s) as not accessible.

9.3.1. TCC permission is not required for security forces response to alarm situations regardless of road/weather conditions. However, TCC will be contacted as soon as possible by FSC, or MSC.

9.3.2. Security forces flight leadership, with SFG/CC concurrence, gives permission to travel in Travel Condition YELLOW. SFG/CC may delegate this authority to no lower than the security forces squadron commanders.

9.3.3. Security forces movement in road condition RED requires SW/CC approval. This may be delegated to no lower than the SFG/CC.

9.3.4. The FSC will notify the MSC who in turn will notify flight leadership and TCC via landline. All other movements and requirements will be per this instruction.

9.3.5. It is vitally important the security force team(s) responding to alarm situation(s) make it to their destination safely to perform the mission. The team must drive the appropriate speed limit for road and weather conditions.

10. Driver's Training.

10.1. There are five types of driver's training required for personnel who drive in the missile field complex. They are Driver's Safety, Vehicle Crew Concept, Skid Monster/Gravel Road, Vehicle Orientation and Operation, and Route Familiarization. No vehicle operator will be allowed to operate a vehicle alone until all driver training requirements are met.

10.2. Driver's Safety training. All personnel whose duties include driving off base will attend driver's safety training. This training will emphasize driving conditions, proper risk assessment (pre-dispatch and trans-dispatch), proper vehicle inspection, emergencies, GPS and radio-use, and instructions and policies within this OI and local OIs governing missile complex travel.

10.3. VCC training. All personnel who dispatch to the missile field complex will receive training covering the vehicle crew concept and the responsibilities of drivers and passengers.

10.4. Skid Monster/Gravel Road training. All personnel who drive in the missile field complex will complete this training within 90 days of initial assignment to 90 SW, 91 SW or 341 SW unless they have documented proof of attending the class at another 20 AF wing.

10.4.1. No operator or front seat passenger will use a vehicle in the missile complex until they complete skid monster, gravel road and vehicle crew concept training.

10.4.2. No member who drives in the missile field complex will receive any type of government vehicle operator license until the individual has received skid monster and gravel road training.

10.4.3. All personnel under 24 years of age, who drive in the missile field will receive annual skid monster and gravel road training.

10.5. Vehicle Orientation and Operation training. Each organization will conduct a driver-training program for each individual on those vehicles that the individual will operate. This training can be tailored to the driver's experience and unit driver training requirements.

10.5.1. Vehicle driver training in inclement weather (Travel Condition YELLOW) is an essential element for drivers to learn and gain experience on how to handle vehicles in such conditions. Training in inclement weather can only occur after proper coordination between the squadron commander and group commander.

10.5.2. Personnel arriving during the summer may dispatch without inclement weather training, but must be scheduled for training at the first opportunity. This training must be documented in the individual's records.

10.6. Route Familiarization training. This training should, to the greatest extent possible, include driver's familiarization of the missile flight area and should be performed on a regular basis.

10.7. Wing safety will use 20 AF standardized lesson plans to develop local lesson plans for skid monster training and gravel road training and will develop local vehicle crew concept training. Wing safety will provide these lesson plans and any updates to the affected organizations.

10.7.1. Wing ground safety staffs will train/certify all instructors on the skid monster and gravel road academic curriculums, vehicles and courses. Experienced trainers outside the safety office may certify other instructors with prior authorization of Wing Safety.

10.8. Organizations are responsible for the training of their personnel on gravel road, skid monster, and vehicle crew concept training to include scheduling, and maintaining training records. Organizations must keep on file, a list of personnel who have received initial or recurring training or are overdue.

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Vice Commander

Attachment 1**SUGGESTED VEHICLE SURVIVAL KIT CONTENTS**

ITEM	QUANTITY
State road report phone numbers	1 per kit
List of state weather radio stations	1 per kit
State/Wing Winter Driving Booklet	1 per kit
Flashlight with extra batteries, chemical light sticks	2 per kit
Emergency candles	4 per kit
#10 can to contain candle wax and prevent fire	1 per kit
Match safe with waterproof matches	4 per kit
Standard vehicle first aid kit	1 per kit
Road hazard signal triangles	2 per kit
Antenna signal	1 per kit
Small sack of sand or cat litter	1 per kit
Soft case (hold all contents)	1 per kit
Basic tools (pliers, screwdriver, adjustable wrench)	1 per kit

Attachment 2**TRAVEL CONDITIONS**

Condition	Green	Yellow²	Red
Winds	<35 Knots ¹	35-45 Knots Sustained ¹	>45 Knots Sustained ¹
Visibility	>1/2 Mile	1/10 to 1/2 Mile	<1/10 Mile
Snow	None	1/2" to 6"	>6"
Drifting Snow	None	Patchy	Mostly Covered
Standing Water/Rain	Dry	<1/2"	>1/2"
Hail/Freezing Rain/ Sleet	None	Scattered/Early Accumulation	Road Glazed/Covered
Mud	None	Passable	Impassable or Significant Loss of Traction

¹Special Purpose Vehicles will use wind limits in Tech Data. Wind speed detection equipment at MAFs may be used to determine wind speeds for all other vehicles.

²Wing commander permission is required for any lone member dispatching during road condition Yellow. SFG, OG and MXG leadership may travel alone provided permission is obtained from owning group commander during road condition Yellow, and the vehicle has an operational GPS system.